

Instructions for Quarterly Transmittal

*Public Related Colleges &
Institutions, AASIS, and Other*

CONTRIBUTORY PLAN

1. **Regular Contributory Salaries** – Total amount of Regular Contributory Salaries from your Short Report/Backup.
2. **Federal Contributory Salaries** – Total amount of Federal Contributory Salaries from your Short Report/Backup.
3. **Total Regular & Federal Contributory Salaries** – Add Line 1 to Line 2.

NON-CONTRIBUTORY PLAN

4. **Regular NonContributory Salaries**– Total amount of Regular Non-Contributory Salaries from your Short Report/Backup.
5. **Federal NonContributory Salaries**– Total amount of Federal Non-Contributory Salaries from your Short Report/Backup.
6. **Total Regular & Federal Non-Contributory Salaries** – Add Line 4 to Line 5.

TOTAL CONTRIBUTORY & NON CONTRIBUTORY PLAN

7. **Total Regular Contributory & Regular Non-Contributory Salaries** – Add Line 1 to Line 4.
8. **Total Federal Contributory & Federal Non-Contributory Salaries** – Add Line 2 to Line 5.
9. **Total Regular & Federal Contributory & Non-Contributory Salaries** – Add Line 3 to Line 6.

EMPLOYEE 6% CONTRIBUTIONS

10. **Regular 6% Contributions** – Multiply Line 1 by 6%.
11. **Federal 6% Contributions**– Multiply Line 2 by 6%.
12. **Total Regular & Federal Contributions** – Add Line 10 to Line 11. (Should match Line 17)

EMPLOYER 14% EMPLOYER CONTRIBUTIONS

13. **Total Regular Employer Contributions** – Multiply Line 7 by 14%.
14. **Total Federal Employer Contributions** – Multiply Line 8 by 14%.
15. **Total Regular & Federal Employer Contributions** – Add Line 13 to Line 14. (Should match Line 18)

MONTHLY AMOUNTS REMITTED FOR THIS QUARTER

16. Enter the following information from your three D-1's submitted during this quarter:
Month, Employee 6% (D-1, Line 3), & Employer 14% (D-1, Line 6)
17. Add all totals in **Employee 6%** column. (Should match Line 12)
18. Add all totals in **Employer 14%** column. (Should match Line 15)

NOTES

- Indicate any differences in Employee 6% (Line 12 & Line 17)
- Indicate any differences in Employer 14% (Line 15 & Line 18)
- Additional remarks to ATRS regarding Quarter Totals

A copy of your Short Report/Backup must be attached to this form.
*Don't forget to Login to the Web Portal
and enter your information*